How to Create a Warrant from an Incident Offender Charge

When creating a warrant, you have the option in iSOMS of creating it from an incident charge. You can use this to save time and fill in information automatically. This guide explains the process of creating the warrant from an incident charge, what information you may need to add afterwards, and how to print a warrant as a Custom Form report.

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Creating a Warrant from an Incident Charge

First, you must find the incident offender's charge you wish to create a warrant from.

On the iSOMS home page, navigate to:

Records → Administrative → Incident Reports
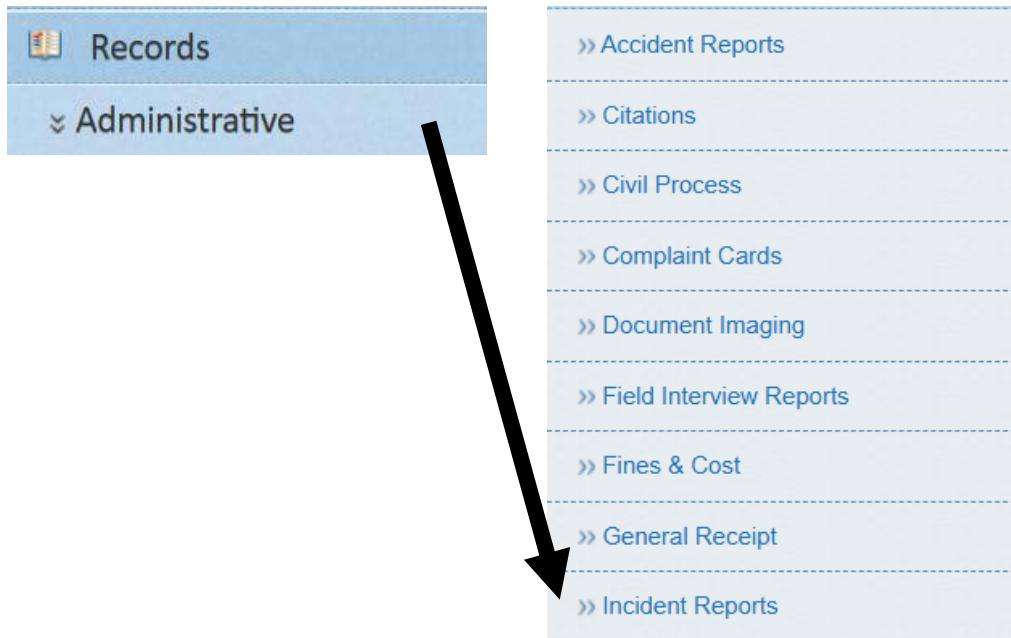
This will bring you to the **Incident: Search (Main)** screen.

Find or create the incident record for which you wish to make warrant(s).

Once you select the record you need to make a warrant for, find the **Offenders** tab in the list of tabs.
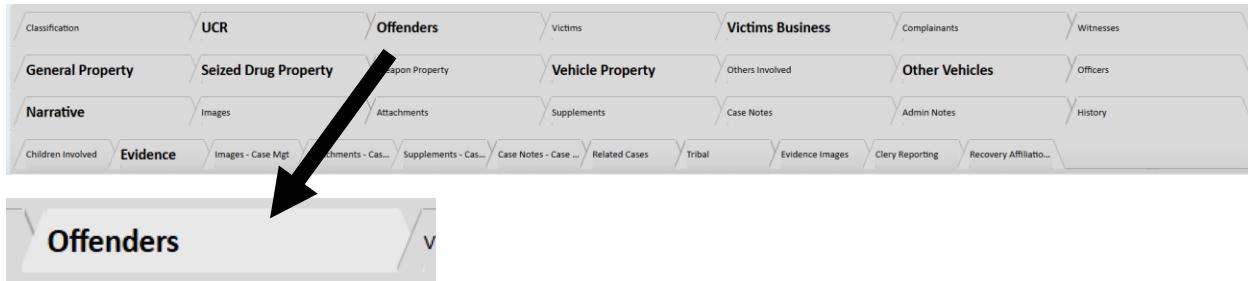
Select the offender you need to make a warrant for by double-clicking or pressing the pencil icon.

This will take you to the **Incidents: View Offender** screen. This is the offender's record as related to this incident.

Here you will navigate to the **Charges** tab.

Here you will see information related to the charges the individual has. In order to create a warrant, you can simply click the symbol underneath **CW** (Create Warrant) which looks like this:
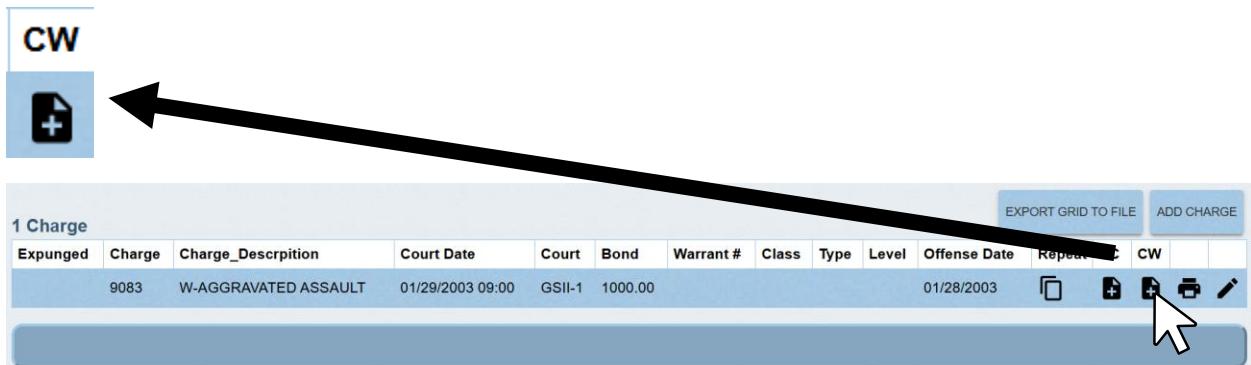
Now you are asked for confirmation that you want to add a warrant. Press **Yes** to proceed.
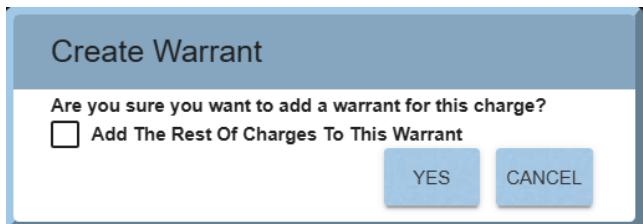
iSOMS will give you the option of creating adding the rest of the charges to this warrant. However some states, including Tennessee, typically require one warrant per charge. This means selecting this option would have multiple charges on one warrant, so this is typically **not recommended** unless your state or other governing body allows it.

Instead, you can simply repeat the process for each charge so that each one has a separate warrant.

Filling in the Rest of the Warrant

This will create the warrant from the charge you selected.

After you have created the warrant from the charge on the offender, you will likely need to fill in additional information related to the warrant. iSOMS will transfer as much information as it can, but you need to check the fields to make sure that they are filled in. The following are common fields that might still need to be filled in.


Make sure the proper **Court** is selected.

Add the **Warrant Case #** and **Docket #** as appropriate. **Reference #** will usually be the same as the original incident case #.

Scroll down and find the **Warrant Detail** tab:

Fill in the fields as needed, making sure **Court Date and Time** are the correct times. You can add the agency the warrant was issued by in either **Issued By Agency** (freeform) or **Warrant Issued By (**dropdown).

Now go to the **Charges** tab. Ensure the information here is correct and any desired information is filled in.

Now go to the **Notes** tab where you can put the probable cause notes in the Narrative.

However, this may already be filled in if you entered it in the incident offender's charge record.

If we look at the charge under the offender's charge tab in the Incident module, we will see that there is a button to put a probable cause for the charge. If this is filled in, iSOMS will automatically copy over the Probable Cause note into the Narrative for the warrant.

Incident Offender Module   *Warrant Module*
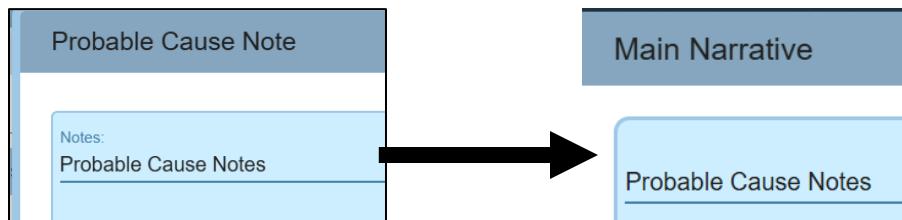
Printing the Warrant in Custom Forms

Once you have finished filling the warrant in, you can now print the warrant by using the **Custom Form** reports.

Make sure you are still on the warrant record you want to print the warrant for.
In the Warrants module, click **REPORTS** → **CUSTOM FORMS**

This will open the **Custom Reports** screen for Warrants.

Here you can print the **Warrant** as a custom form that has been added by M&M Micro Systems, Inc. for your agency. Click **Report Style** and choose the correct one for your agency.

Report Style

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Fill in any other relevant information and **View** or **Download** the report.

GENERAL SESSIONS COURT OF VAN BUREN COUNTY, TENNESSEE	ARREST WARRANT	OFFICER'S RETURN
STATE OF TENNESSEE VS. AMBURN JR., DONALD LEWIS	**TO THE DEFENDANT** ☐ Based on the affidavit of complaint filed in this ~~case, there is probable cause to believe that you have~~	☐ Warrant served by arresting the defendant today or on

For More Information…

We hope this manual has been helpful to you and your agency. If you have any more questions, don't hesitate to call us at 888-644-5786.

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